

ADMINISTRATIVE - INTERNAL USE ONLY

DDA 85-3047

6 SEP  
1985

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Information Services  
Director of Information Technology  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training and Education

DDA REGISTRY

FILE: 203

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Delegation of Authority for Approval of Leave Without Pay

REFERENCES: A.

B.

1. I hereby delegate to each DA Office Director the authority to approve Leave Without Pay (LWOP) of 12 months or less for those employees with your specific career service subgroup designation. The authority to approve LWOP in excess of 30 calendar days cannot be redelegated.

2. This delegation also includes the authority to approve the request of an employee to hold annual leave in escrow while in an LWOP status of 12 months or less. Please be reminded that LWOP requested for the purpose of seeking temporary, federal or state employment must be approved by the Director of Personnel, via my Office. The references cited above contain additional guidelines and restrictions regarding the use and approval of LWOP.

3. If you have any questions concerning specific situations, please contact  for guidance.

/s/ Harry E. Fitzwater

Harry E. Fitzwater

cc: DA Subgroup Personnel Officers  
OP/PA&E/P&RS

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DDA/CMO/[ ] rf (4 Sept 85)

Distribution:

- 1 - Each Addressee
- 1 - Each DA Subgroup Personnel Officer
- 1 - OP/PA&E/P&RS
- 1 - DDA Subject
- 1 - DDA Chrono
- 1 - CMO Subject
- 1 - CMO Chrono